

## Adhoc Worker Job Description – Beyond Braidz CIC

**Job Title:** Adhoc Community Skills Facilitator / Support Worker

**Organisation:** Beyond Braidz CIC

**Location:** Community hubs, Workshops, & Online (Within Greenwich, Bexley & Other Borough).

**Reports To:** Project Lead / Community Skills Facilitator

About Beyond Braidz CIC: Beyond Braidz CIC is a dynamic Community Interest Company dedicated to empowering individuals 8-16 years old and strengthening our community women through accessible skills-based learning and cultural exchange. We believe in fostering creativity, confidence, and connection by offering a range of workshops, events, and support services designed to unlock potential and build practical abilities. Our programmes may range from hair braiding techniques to broader life skills, digital literacy, creative arts, and fabric design all delivered in an inclusive and supportive environment.

### **Role Purpose:**

The Adhoc Community Skills Facilitator / Support Worker will provide flexible, on-demand support to Beyond Braidz CIC projects, workshops, and events. This role is crucial for ensuring the smooth delivery of our community programmes, enhancing participant experience, and extending our capacity to reach more community members. Work will be assigned on a project-by-project or event-by-event basis, allowing for a flexible engagement model.

### **Key Responsibilities (may vary depending on project/event):**

#### **Workshop & Event Support:**

- Assist with the setup and pack-down of workshop spaces, equipment, and materials.
- Welcome and register participants, ensuring a friendly and organised start to activities.
- Provide practical assistance to the lead facilitator during workshops (e.g.,

distributing materials, demonstrating techniques, helping participants individually).

- Oversee the general welfare and safety of participants during sessions, reporting any concerns to the Project Lead.
- Assist with basic administrative tasks related to events, such as collecting feedback forms.

### **Participant Engagement**

- Encourage participation and create a positive, inclusive atmosphere.
- Provide guidance and support to participants, adapting communication styles to diverse needs.
- Act as a point of contact for participant queries during sessions.

### **Material Preparation & Management:**

- Help prepare workshop materials, kits, or resources as directed.
- Assist with inventory and storage of supplies after events.

### **Community Outreach & Promotion (occasional):**

- Support local outreach activities to promote Beyond Braidz CIC events and programmes.
- Distribute flyers or information where appropriate and relevant to specific projects.

### **General Support:**

- Undertake any other reasonable adhoc duties required to support Beyond Braidz CIC's operations and specific project needs.

### **Skills, Knowledge, and Experience:**

#### **Essential:**

- Demonstrable experience working with diverse community groups.
- Excellent communication and interpersonal skills, with the ability to engage effectively with people of all ages and backgrounds.
- A proactive and adaptable approach, able to respond to changing project needs.
- Reliability, punctuality, and a strong sense of responsibility.
- Basic organisational skills and attention to detail.
- A genuine passion for community development and skills-based learning.

#### **Desirable:**

- Experience in a workshop or facilitation support role.
- Knowledge or experience in specific skills areas relevant to Beyond Braidz (e.g., hair styling, crafting, digital skills).
- An understanding of safeguarding principles (training will be provided if required).

#### **Desired Attributes:**

- Enthusiastic and positive attitude.
- Patient and empathetic.

- Team player, but also capable of working independently when required.
- Culturally sensitive and inclusive.

**Checklist:**

- Enhanced DBS check
- Safeguarding (level 2)
- Right to Work in the UK
- Food hygiene (level 2)
- First aid (basic)
- Accredited basic health & safety
- Signed behaviour code

**Term of Engagement:**

This is an adhoc (as and when required) role. There are no guaranteed hours, and work will be offered based on the needs of Beyond Braidz CIC's projects and events.

**Remuneration:**

Competitive hourly rate, as agreed prior to each engagement (details will be specified in the Adhoc Worker Agreement).

**How to Express Interest:**

Please submit a one-page CV and a brief cover letter outlining why you are interested in supporting Beyond Braidz CIC, to [\[info@beyondbraidz.org\]](mailto:info@beyondbraidz.org).